Building Information Tracking System (BITS)

What is BITS?

Web-enabled application owned by BCOM and used to manage Capital Outlay Projects that can be accessed by Agency and Central Government authorized users from any computer on the internet running Explorer 8, Firefox, Chrome, Opera or Safari

Who uses BITS?

- Agency use is for processing selected CO and BO Forms
- BCOM use is for Project Review activities and Business Operations
- DPB use is to provide input to the new Performance Budgeting system
- APA, HAC, SFC, SCHEV, and SFMO use is inquiring and reporting key project data

Forms Processing

- Authorized Agency staff will log into the BITS database with one or more of the following "permissions" for CO and/or BO forms:
 - VIEW
 - CREATE / EDIT
 - APPROVE / SUBMIT
- Users will be able to view "form status" at any time:
 - DRAFT
 - IN PROCESS
 - APPROVED

Forms Processing

- Current method of routing Excel forms as e-mail attachments ends
- Workflow will route Agency submitted forms to the appropriate BCOM staff
- Approved forms will be "distributed" via an e-mail notification which will include a <u>hyperlink</u> to allow the user to quickly access the specific form in the database

Forms Processing

- Users may at any point in time print a form or export the form to Excel, pdf, or several other formats
- Revision numbers will be assigned to each approved form
- Some supporting forms and documents will continue to be submitted via e-mail or hard copy
 - Bid Tabulation, Sketches, Inspection Reports etc.

Capital Outlay (CO) Forms

- The following CO forms will be processed in BITS:
 - CO-2 Authority to Initiate Capital Outlay Project
 - CO-4 Application for Approval of Schematic Design
 - CO-5 Application for Approval of Preliminary Design
 - CO-6 Application for Approval of Working Drawings
 - CO-8 Approval to Award Construction Contract
 - CO-14 Project Completion Report

Capital Outlay (CO) Form Logs

- Logs of the following forms will also be available for viewing within BITS:
 - CO-3 A/E Contract
 - CO-11 Construction Change Order
 - BCOM will extract and enter key data from the hard copies or electronic copies of the CO-3 and CO-11 forms submitted to the Bureau

Building Official (BO) Forms

The following permitting forms will be processed using BITS:

- CO-17 IND Building Permit for Industrialized Building
- CO-17 MAN Building Permit for Manufactured Home
- CO-17 TWR Communications Tower Building Permit
- CO-17 TMP Building Permit for Temporary Structure (e.g., tents, stages, bleachers)
- CO-17 SPC Special Use Permit

(e.g., concert events, amusement devices)

Building Official (BO) Forms

The following certification forms will be processed using BITS:

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    CO-13.3 Certificate of Use and Occupancy
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- CO-13.3 IND CUO for Industrialized Building
- CO-13.3 MAN CUO for Manufactured Home
- CO-13.3 TWR CUO for Communications Tower
- CO-13.4 Building Permit Close Out (Replaces a "Close Out Letter")

Features to Assist Agency Users

Form Replication

Copy data from any existing form to begin a new form

Converted Data

Selected form data from existing BITS system will be converted

Filtering

 Find forms based on multiple criteria including a quick find based on the 5-digit or 8-digit project code

Features to Assist Agency Users

Project Number Unknown

 BCOM assigns project code for a new "non-cap" project after the form is submitted

Agency Tracking Number

Agency may enter their own internal identifier separate from the BCOM assigned number

Attachments

 BCOM may upload other related documents as attachments which are accessible for viewing / download

Training / Assistance

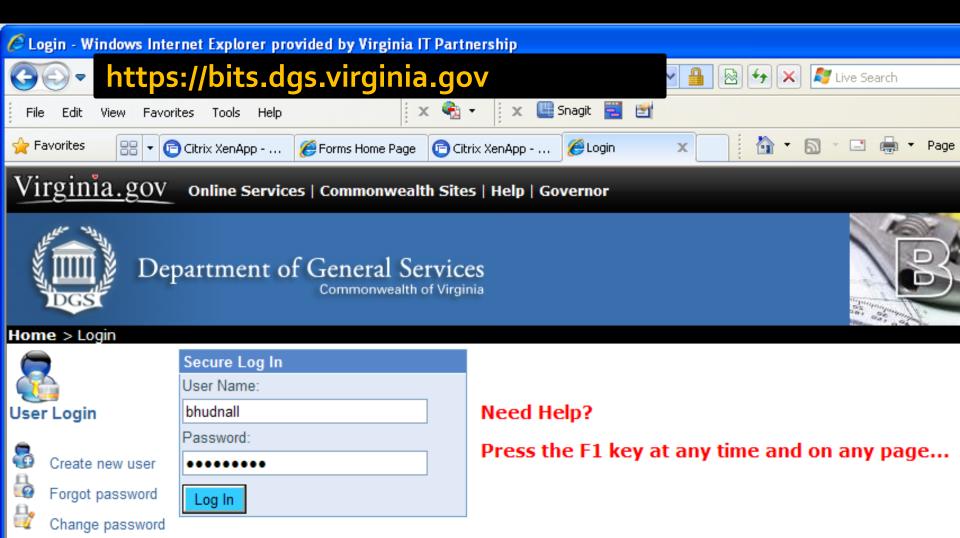
- Online documentation and examples
- Data entered in new system is essentially the same as data entered on the current Excel forms
- Training will focus on finding existing forms, creating and editing forms, and navigating the system
- Assistance will be provided by BCOM staff via phone or e-mail

Future Development

- Additional forms (e.g. Demolition Permits)
- Enhanced reporting
- New input screens to facilitate project status updates

System Demonstration

BITS Login Screen



Please Note: BITS is a secured intranet application and requires that you have an approved account before accessing it. By accessing it, you als Acceptable Use Policy

The Forms Home Page



Form Type

--Select the form type to add--

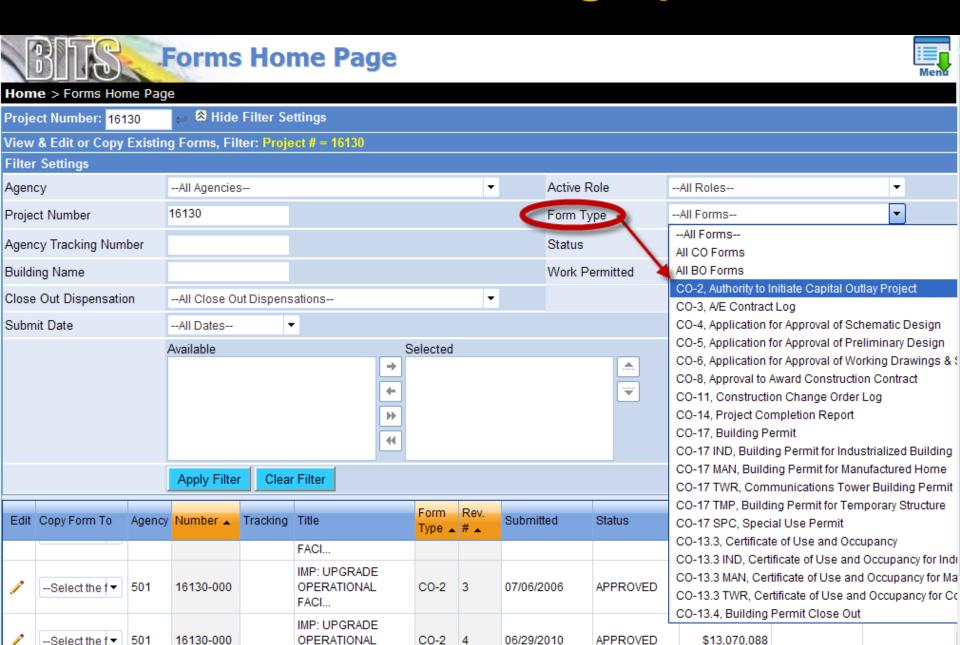
Forms Home Page



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Additional Filtering Options



The Forms Home Page





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Add New Empty Form (Click on the form to add from the list below)

Form Type

--Select the form type to add--

Creating a New Form from Scratch

Forms Home Page

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Creating a New Form using an Existing Form

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Viewing / Editing a Form (Project Tab)



CO-2, Authority to Initiate Capital Outlay Project



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Viewing / Editing a Form (Funds Tab)



CO-2, Authority to Initiate Capital Outlay Project

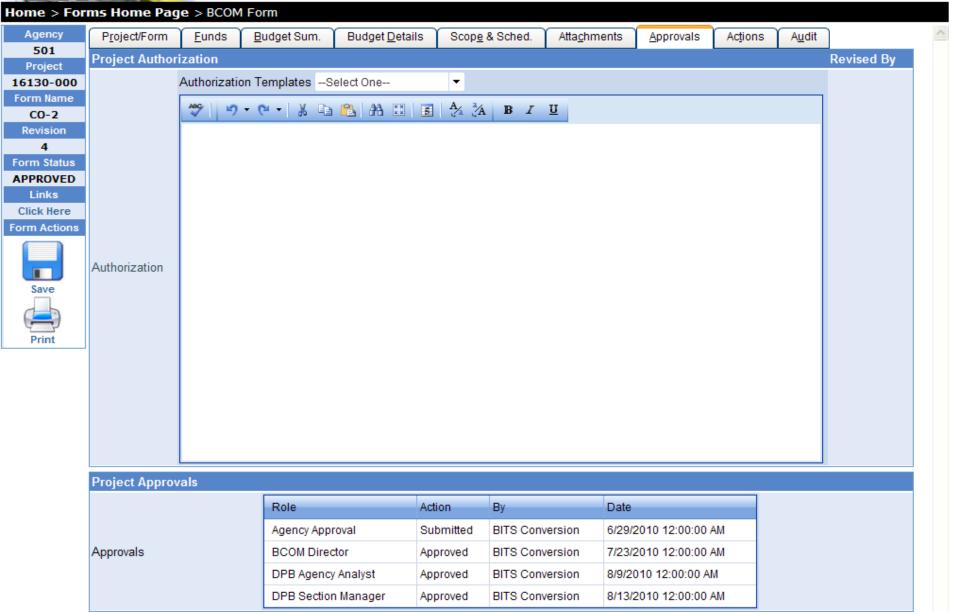


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Revision 4				1	C-188	073	00-02	TRANS	PORTATION	\$3,764,000	×	RSMITH		
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Viewing / Editing a Form (Approvals Tab)





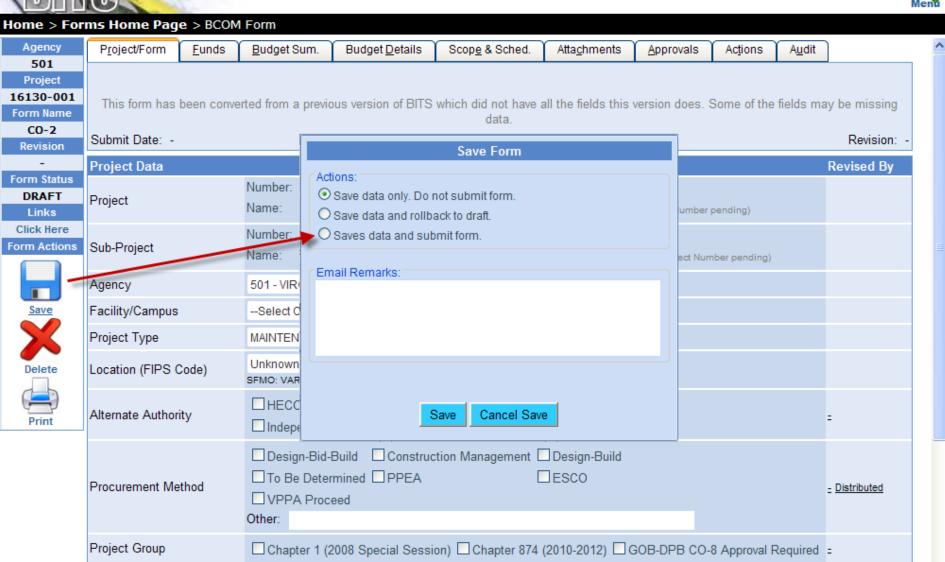


Saving a Form



CO-2, Authority to Initiate Capital Outlay Project





Printing a Form









Export to the selected format V Export





CO-2, Authority to Initiate Capital Outlay Project

Form Status: APPROVED

Revision: 4

PROJECT 501-16130-000 VIRGINIA DEPARTMENT OF TRANSPORTATION Agency:

Project: IMP: UPGRADE OPERATIONAL FACILITIES Sub-Project: IMP: UPGRADE OPERATIONAL FACILITIES

Project Type: VDOT - CHEMICAL BUILDING

FIPS Code/Location: 000 - Unknown Location

Comments:

PROJECT FUNDS

Appropriation Act:

Item Number	Chapter No. / Date	Amount Fund / Fund Details
C-141	464/98-00	\$8,254,000 T-TRANSPORTATION
C-188	073/00-02	\$3,764,000 T-TRANSPORTATION
C-310	3/06-08	\$1,503,000 T-TRANSPORTATION
C-164	879/08-10	\$1,452,000 T-TRANSPORTATION
N/A	N/A/10	(\$3,318,242) T-TRANSPORTATION

Other Sources:

(\$264,000)
\$163,250
\$42,416
\$1,250,000
\$143,029
\$32,340
\$70,000
(\$21,705)

Summary:

Questions?